


Memorandum

November 14, 2008

To: Bruce Chrisman
From: William Griffing 
Subject: New FESHM Chapter 8081 – Refrigeration Management

FESHM Chapter 8081, Refrigeration Management was written to establish procedures for managing refrigerants at Fermilab. Refrigerants can pose environmental hazards if released into the environment because of their potential as greenhouse gases (GHG) and/or stratospheric ozone depleting substances (ODS). Because of this potential, refrigerants are strictly regulated by provisions in §608 of the Clean Air Act. The §608 rule requires that a facility like Fermilab have a Refrigerant Manager (RM) to coordinate all activities in which refrigerants are used. This chapter establishes that position within FESS Operations, and outlines the responsibilities of the RM. It also establishes the procedures whereby all refrigerants used at Fermilab, regardless of the actual point of use and whether the certified technician is a Laboratory employee or a sub-contractor, shall be managed through the RM.

After final approval, please return this approval page to Elizabeth Bancroft at MS119 for posting on the web.

Encl.

Recommended for Approval:



Bruce Chrisman

11/26/08

Date

Approved:


Piermaria Oddone

12/4/08

Date

REFRIGERATION MANAGEMENT

INTRODUCTION

The purpose of this FESHM chapter is to establish and promulgate the procedures for managing refrigerants at Fermilab. Refrigerants can pose environmental hazards if released into the environment because of their potential as greenhouse gases (GHG) and/or stratospheric ozone depleting substances (ODS). Because of this potential, refrigerants are strictly regulated by provisions in §608 of the Clean Air Act, USEPA regulations at 40 CFR 82 and Illinois regulations at 35 IAC 200 *et seq.* A major part of the regulations requires that refrigerant use by certified technicians be accurately tracked, and that all refrigerant materials are strictly accounted for and documented by owners of equipment having a charge of 50 pounds or more.

In addition, the Superfund Amendments and Re-authorization Act (SARA) requires reports each year to local emergency management agencies and USEPA on the total inventories of refrigerants, and the amount of refrigerants released each year.

The §608 rule requires that a facility like Fermilab have a Refrigerant Manager (RM) to coordinate all activities in which refrigerants are used. This chapter establishes that position within FESS Operations, and outlines the responsibilities of the RM. It also establishes the procedures whereby all refrigerants used at Fermilab, regardless of the actual point of use and whether the certified technician is a Laboratory employee or a sub-contractor, shall be managed through the RM.

DEFINITIONS

CFC – Chlorofluorocarbon – any chemical listed as a Class 1 ODS in Sections 608 and 609 of Clean Air Act

Ozone Depleting Substances – any of several classes of organic compounds including chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), halons, and related chlorinated compounds that have been designated by EPA as contributing to the destruction of stratospheric ozone.

HCFC – Hydrochlorofluorocarbon – any chemical listed as a Class II ODS in Section 608 or 609 of the Clean Air Act.

Technician/Sub-Contractor - Any person who performs maintenance, service, or repair that could reasonably be expected to release class I (CFC) or class II (HCFC) substances from appliances.

USEPA – United States Environmental Protection Agency

RESPONSIBILITIES

Division/Sections shall ensure that:

- All refrigeration equipment for which they are responsible is maintained and serviced in such a way as to prevent and minimize releases of ODS to the environment.
- Equipment is subjected to periodic review to eliminate the use of Class I ODS refrigerants whenever practical.
- The FESS Refrigerant Manager is informed in a timely manner as to the types and quantities of specific refrigerants needed for Division/Section operations.
- Refrigerant sub-contractors, who are under contract with Divisions or Sections are aware of this procedure, and that all refrigerants must be checked out from the Fermilab RM or designee at the Site 39 FESS Storeroom.
- Technicians, whether Fermilab employees or sub-contractors, have the appropriate USEPA certification level to evacuate and/or charge a system.
- Documentation of refrigerant use and/or release is provided to the Fermilab RM for reporting purposes.
- Repair any leak found on an appliance with a capacity of 50 pounds or greater are made within 14 days.
- Leak repairs are rechecked and results forwarded to the Fermilab RM within 30 days.

FESS shall:

- Provide documentation for annual reporting related to SARA Title II & III to the ES&H Section in a timely manner, so that reports to the appropriate agencies can be prepared and submitted.

The Refrigerant Manager shall:

- Maintain the inventory of all refrigerants at the FESS Storeroom located at Site 39.
- Maintain the database of equipment at the Laboratory that requires refrigerant, and that has a charge of at least 50 pounds.
- Maintain the Refrigerant Compliance Management database that tracks refrigerant use and releases.

- Ensure that only Certified Technicians are issued refrigerants, and document the certification for all technicians.
- Check out and accept returned refrigerant cylinders to/from certified technicians, either employees of Fermilab, or sub-contractors, and verify the use of refrigerant from the containers by weight.

PROCEDURES

1. Employees or sub-contractors must complete a "Refrigerant Service Order Form" (Attachment A) in order to receive refrigerant from the RM. **[Note: Only EPA certified refrigeration technicians are permitted to perform maintenance on a system containing refrigerant that has the potential for losing gas to the atmosphere.]**
2. Cylinders will be checked out to properly certified technicians upon verification of their certification status. Each cylinder is uniquely identified, and each cylinder weight will be recorded when issued and upon return to the Site 39 Storeroom.
3. Equipment information from the Refrigerant Service Order Form will be transcribed by the RM into the equipment database.
4. Unused cylinders must be returned to the RM at Site 39 and checked in and weighed. All information shall be transcribed by the RM into the RCM database.
5. Sub-contractors must return cylinders each day to be weighed and checked back in to the inventory.

Service Order Form

Service ID#: _____ Work Order: _____ Date Issued: _____ Completed: _____ Contractor: _____ Technicians: _____	Facility: _____ Location: _____ Appliance ID: _____ Specific Location: _____ Model: _____ Manufacturer: _____ Serial #: _____ Refrigerant Type: _____ Charge: _____
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Reason for Dispatch

Service Description

- ☐ Confirmed Charge ☐ Non-Major Maintenance
☐ Upgrades Performed ☐ Major Maintenance

☐ Disposed Unit

If disposed unit then complete the following boxes:

- ☐ Refrigerant Recovered ☐ Unit Tagged - "Refrigerant Recovered"

- ☐ Recovery Terminated (Air) ☐ Transferred to Receiver/Condenser, or Pump Out Unit
☐ Unit Flat at "0" psi Could Not Recover

☐ Isolated Leak

☐ Refrigerant Conversion

Recovery Unit: _____

Vacuum Level: _____

☐ 0 ☐ 10 ☐ 15 ☐ 28.2 Inches

Service Description Notes

<u>Refrigerant</u>	<u>Cylinder ID</u>	<u>Type</u>	<u>Condition</u>	<u>Quantity</u>
Recovered				
	Total Recovered:			
Added				
	<input type="checkbox"/> Startup Charge	Total Added:		

☐ Refrigerant Conversion From: _____ To: _____

☐ Accidental Release Occurred Estimated Amount Released: _____

Description: _____

Leaks

☐ Leak Found Date: _____

Leak Type: _____

☐ Leak Repaired Date: _____

☐ Initial Leak Verification Test Date: _____

Test done after repair before charging. Method: _____

☐ Follow-up Verification Test Date: _____

Test done with unit running under normal load. Method: _____

☐ Leak Audit Date: _____

Leak Notes: Exact location of leak and description of how repaired.

☐ Trace Gas Used

Refrigerant: _____

Cylinder ID: _____

Quantity: _____

Parts Used

Parts #	Description	Quantity

Materials Notes

Oil Removed: _____ Oil Type: _____ Drum: _____